

RFQ # 14-007-08
REQUEST FOR QUALIFICATIONS
CONGESTION MITIGATION AIR QUALITY (CMAQ) PROGRAM
SHELBY COUNTY ENGINEERING DEPARTMENT

Shelby County Government, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of one or more engineering consulting firms to provide professional services related to the Congestion Mitigation and Air Quality Improvement (CMAQ) Program. Services will be provided in accordance with the requirements of the Tennessee Department of Transportation (TDOT) Office of Local Programs. This project shall adhere to all applicable Federal and State procedures and regulations. The engineering consulting firms must be on TDOT's pre-qualified list for the required disciplines.

Interested consultants should submit a Letter of Interest and Statement of Qualifications related to the services requested by the RFQ specifications. The County will select and negotiate a contract with the consultant most qualified for the project.

Information pertaining to TDOT prequalification procedures, list of pre-qualified firms, and additional information can be found at the following internet address: <http://www.tdot.state.tn.us/consultantinfo.htm>. Any firms without internet access can contact Mr. Nelson Fowler at 901-222-2251 for this information.

Minimum Requirements

All proposers must:

- Possess a professional license to practice engineering in the State of Tennessee.
- Adhere to all Title VI requirements and provide proof/documentation.
- Adhere to the requirements certified Locally Owned Small Business (LOSB) participation. Project goal is **20%** participation.

General Information:

Shelby County, Tennessee is designated as a maintenance area for carbon monoxide and the precursors for ozone. In 2002, the County entered into a contract with TDOT to begin implementing intersection improvement projects that qualify for funding under the Congestion Mitigation Air Quality Improvement (CMAQ) program. CMAQ is a federally funded program to improve air quality by employing measures that reduce traffic congestion. These improvements to increase transportation efficiency result in a lowering of vehicle emissions, thereby improving the air that we breathe. Examples of intersection improvements eligible for funding under this program include operational

upgrades for signalized intersections, design and installation of new traffic signals, design and installation of coordinated signal systems, and design and installation of traffic signal detection and emergency vehicle preemption devices. This project is a County-wide initiative encompassing unincorporated Shelby County, City of Memphis, City of Germantown, Town of Collierville, City of Lakeland, City of Bartlett, Town of Arlington, and City of Millington.

Project Scope:

For program management purposes, the selected firm or firms may be issued work orders for traffic engineering tasks over the life of this project. The method of payment will be lump sum per work order. The scope of work may include some or all of the following:

1. Perform traffic signal design, coordinated traffic signal systems design, and other engineering services in conformance with TDOT and local guidelines and specifications. The construction limits for the various improvement projects are expected to be primarily within the existing rights-of-way (ROW) and not impacting adjacent properties or wetlands and streams; therefore none of the projects are anticipated to require ROW or easement acquisition. However, the consultant shall be capable of and experienced with preparation of ROW plans and information suitable for ROW certification by TDOT.
2. Follow requirements of the current edition of TDOT's "Local Government Guidelines for the Management of Federal and State Funded Transportation Projects" which includes submittals for approvals of permitting, engineering design, utility relocations, rights-of-way, and disadvantaged business enterprises (DBE).
3. Perform construction engineering inspection (CEI) services for the various intersection improvement projects in conformance with TDOT and local guidelines.

Submittal Format / Evaluation Criteria

Submittals shall be organized in a manner requested in the RFQ. Submittals shall contain all pertinent information requested and will be evaluated based on adherence to the following:

1. General Requirements
 - Cover letter
 - Firm name, address, and telephone number
 - Point of contact: name and telephone number
 - Written statement of compliance with Title VI
 - Proof of Engineering Licensure
2. Capacity to perform required services
 - Areas of expertise addressed by the team members presented in submittal
3. Qualifications

- Company overview for all consulting firms participating as team members
- Resumes for proposed project manager and staff from each participating firm

4. Experience

Provide case study information documenting relevant experience from public and private sector projects within the past five years (minimum of two projects in each sector). Case studies shall list the following as a minimum:

- Client and client's point of contact information
- Firm's role in project
- Design fee, and construction cost
- Project staff and their role

5. Methodology

Summary of suggested approach and methodology shall include:

- Clearly defined scope of work
- Proposed distribution of tasks among team members
- Organizational chart, including all team members
- Proposed evaluation methods, calculations, software modeling, etc., to accomplish scope

6. Project schedule

- Provide project timeline including major tasks and/or milestones

7. Level of certified Locally Owned Small Business (LOSB) participation

- LOSB participation percentage must be calculable from distribution of tasks outlined in Methodology section

Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at nelson.fowler@shelbycountyttn.gov or at the address listed below. Questions should reference the section of the RFQ to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be Tuesday, August 20, 2013 by 12:00 p.m. (CST)***

These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County or its benefit administrators regarding this RFQ may disqualify your company from further consideration.

Firms may request consideration by submitting an original and five copies of a letter of interest and statement of qualifications to Mr. Nelson Fowler, Manager A, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 550, Memphis, TN 38103.

All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) , Tuesday, September 10, 2013.

Submittals will be reviewed by a Consultant Review Committee (CRC) that will identify the most qualified proposers. At the discretion of the CRC, selected consultants may be interviewed to determine the most qualified firm or firms.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.